

How to Backup Your PC & Outlook Files to a Zip, Floppy or Network Storage Account Using Windows 98 & 2000

Backing Up Your PC Files to Your Network Storage Account

You can back up your personal PC files from My Documents to a floppy disk, zip disk or CATBERT storage area.

Note: To access your storage folder, you must be logged onto the network with your PC/NT username and password. Students have 30 megabytes of storage, while faculty and staff have 300 megabytes of storage.

To access your personal storage folder on the network, do the following:

1. Click on **Start**.
2. Click on **Find**.
3. Click on **Computer . . .**
4. Type **Catbert** in the textbox entitled **Named** in the **Find: Computer** window.
5. Click the **Find Now** button.
 - **Catbert** will in the list of computers found.
 - Several computers besides **Catbert** may also be listed. (i.e. **Catbert1**, **Catbert2**, etc.)
6. Double-click on the one entitled simply **Catbert**.
7. Double-click on the appropriate folder you need.
 - If you are a student double-click on **Students**.
 - If you are faculty double-click on **Faculty**.
 - If you are staff double-click on **Staff**.
8. When the folder opens, do the following:
 - If you are a student, double-click on the folder that displays the LAST two digits of your username. Then double-click on the folder that displays your username. This will open your student storage folder for usage and all other windows may now be closed.
 - If you are a faculty or staff member, double-click on the folder that displays your username. This will open your faculty storage folder for usage and all other windows may now be closed.

You can use the Drag and Drop method or Copy and Paste method to transfer files to this network folder or to a floppy or zip disk.

Backing up Your Outlook 98 Personal Address Book or Distribution List

To backup a personal address book or distribution list(s) in Outlook, click on **Start, Find, Files or Folders**, and type ***.pab** in the textbox. If **Outlook.pab** or **Backup.pab** has a recent date, Copy and Paste this file to your backup site (zip, floppy or network storage).

Backing up Your Outlook 98 Personal Folders

To back up personal folders, click on **Start, Find, Files or Folder**, and type in ***.pst** in the textbox. **Outlook.pst** or **Backup.pst** should appear. Use the Copy and Paste method once again to backup your most recent file to your backup storage site (zip, floppy or network storage).

Backing up Internet Explorer Favorites in Windows 98

To backup **Favorites** in Internet Explorer, click on **My Computer**, click on the **C: drive**, click on the **Windows** folder, use the Copy and Paste method to copy the **Favorites** folder into your back storage site (zip, floppy or network storage).

Backing up your Outlook 2000 Personal Folders

To backup a personal folders click on **Start, Search, Files or Folders**, and type ***.pst** in the textbox. Use the Copy and Paste method to backup your most recent file to your backup storage site (zip, floppy or network [N:drive] storage folder).

Backing up Internet Explorer Favorites in Windows 2000

To backup **Favorites** in Internet Explorer, click on **My Computer**, click on the **C: drive**, and click **Documents and Settings**. Find the folder with your username and click on it to open. Next, find the **Favorites** folder and right-click on it. A pull-down menu will appear. Left-click on **Copy**. Next, go to your network [N:drive] storage folder, and paste the Favorites folder into your personal network storage folder by clicking on **Edit** on the Standard Toolbar and then click **Paste**.

Need Assistance?

For questions about backing up files or for other computer-related questions, contact the Help Desk at 660-562-1634.